Budget : The Record Branch being a part and parcel of Secretariat Administration Department there is a practice to make consolidated budget provision for the Department as a whole. Figures for Record Branch exclusively are therefore not available.

Building : The staff as well as Records are accommodated in Government buildings.

Record Management : Records of the Government Departments pertaining to Appointment, Home, Revenue and T.A.D. were appraised, out of which 12 per cent of records were marked for retention. No retention schedule was followed while examining the records.

Research and Reference : In all 25 scholars availed themselves of the research facilities. While 186 records by government agencies and 2,501 records by research scholars were requisitioned.

Reference Media : Preliminary work on Reference Media was taken up.

Publication Programme : The programme for publication is proposed to be taken up as soon as the State Archives is set up.

Preservation of Records : 120 records were flattened, 370 sheets were repaired and 180 volumes were bound.

Photo Duplication : The State Archives does not possess a "Microfilming Unit" of its own.

Library : 148 books were acquired during the period under review.

ASSAM
1977-78

Administration : The Archives (Assam Secretariat Record Office) is headed by the Keeper of Records, assisted by the following staff :—

Upper Division Assistants	3
Lower Division Assistants	4 (Sanctioned posts—7)
Typist	1
Record Suppliers	5 (Sanctioned posts—8)
Record Sorters	2
Record Menders	4
Record Cleaner	1
Binder	1
Daftry	1
Gate Keeper	1
Peon (weeding)	1
Peons (Record Room & Office)	6
Night Watchman	1

Budget : Being part of the Secretariat Administration Department, there is no separate budget for the Assam Secretariat Record Office and the expenditure is met from the Secretariat Budget. However, a provision of Rs. 1 Lakh was made on the plan side both for 1977-78 and 1978-79.

Building : The Archives has its own building but consequent upon creation of Meghalaya, out of the parent State of Assam, the building has fallen within the State of Meghalaya. A separate building at the State capital at Dispur is now under construction and archives will be shifted there as soon the construction is completed.

Record Management : During the period under review 'B' and 'C' class records were examined and of these 8.5 per cent papers were marked for retention. The guidelines laid down in the "Manual of Office Procedure" of the Government of Assam are followed while reviewing papers.

Research and Reference : During the period under report, 35 research scholars availed themselves of the research facilities. 119 records were requisitioned by the Government agencies, 5 by private agencies and 777 by research scholars.

Reference Media : Lists of Records i.e. A Hand Book of Old Records (Pre-1874) and amalgamated Indices upto 1949 (printed) and upto 1956 (typed) are available with the Department. Besides, a Descriptive List of Pre-1874 records is under preparation.

Publication Programme : No publication work has been taken up as yet.

Preservation of Records : During 1977-78, 1820 records were flattened, 380 records were repaired with Chiffon, 120 records were guarded and 90 records were bound.

Photo Duplication : The Department does not have any microfilming unit.

Library : 51 books were acquired during the period under report.

BIHAR
1976-77

Administration : The Bihar State Archives continued to be under the administrative control of the Cabinet Secretariat and Co-ordination Department and functioned as an attached office.

For the first time, the development of Archives has been included as a plan item in the Fifth Five Year Plan, 1974—79. Introduction of modern records management, their appraisal, scientific preservation, microfilming and photo duplication facilities, repair and rehabilitation are the chief objects of the development scheme.

A proposal for creation of 4 gazetted and 10 non-gazetted posts for effective functioning and co-ordination of all aspects of archival work was submitted to the Government of which seven non-gazetted posts have been sanctioned so far and appointments have been made on the sanctioned posts.